

Eastbury Community School

JOB TITLE: Deputy Child Protection Officer – 3-19	
GRADE: SCALE 6	HOURS: 35 hrs per week – Term Time Only

RESPONSIBLE TO:	SLT responsible for Child Protection
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EMPLOYEE SUPERVISION:	None
DATE AGREED	BY WHOM:

Level of Contact with Children and Young People

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children, young people and their families and is subject to an enhanced Disclosure check.

Purpose of Post:

- **To be a Deputy Child Protection Officer under the direction of the School Designated Safeguarding Lead (DSL)**

Child Protection and Safeguarding

- To act as a Deputy Child Protection Officer.
- To act in designated Lead Child Protection officer's absence
- To follow the Eastbury School Child Protection policy at all times
- To make and act on decisions under Child Protection Procedures, both independently and in liaison with the Headteacher/Designated Safeguarding Lead, in accordance with the School and Local Safeguarding Children's Board (LSCB) guidelines and policy,
- To be accountable for decisions made under Child Protection Procedures,
- To successfully undertake statutory and non-statutory Child Protection and Safeguarding training as required.
- To keep the Senior leadership team and school Governors up to date with relevant Child Protection and Safeguarding legislation, in partnership with the DSL
- To attend and contribute to child protection conferences, reviews, core group meetings, pastoral support plan meetings and school reviews. To contribute to advice on future actions including making decisions about the involvement of the school in CP plans.

General Responsibilities and Duties:

- To ensure that all work undertaken with children and young people places their views at the forefront, and reflects current legislation and good practice

General responsibilities and duties- Child Protection and Safeguarding Deputy Officer

- To promote a caring, safe and positive environment within the school
- To keep the Headteacher and Designated Safeguarding Lead (DSL) informed at all times of possible cases of abuse and children in need.
- Work closely with the LAC (Looked After Children) Designated Lead to support the identification of needs for each LAC student.
- To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for LAC, CP, CIN and vulnerable students.
- In the absence of the Designated Safeguarding Lead, to make and act on decisions under Child Protection Procedures, both independently and in liaison with the Executive Headteacher/Child Protection Officer in accordance with the School and Local Safeguarding Children's Board (LSCB) guidelines and policy.
- To keep written records of concerns about a child/young person even if there is no need to make an immediate referral.
- To liaise with and support staff with child protection issues across the school phases inclusive of 3-19
- Ensure all records are kept confidentiality and securely and are separate from pupil records
- To facilitate effective links between families and the school, including setting up meetings in school, accompanying students to meetings and acting as advocate when appropriate,
- To make the DSL immediately aware when working with families, when action is needed in respect of initiation of child protection procedures, commencement of legal processes, referral to other professional and voluntary agencies including Health and Mental Health teams, in partnership with DSL
- To represent the School at Child Protection Case conferences, review meetings and core group meetings and contribute to discussions on future action including making decisions about involvement of the school in child protection plans.
- To develop and promote effective working relationships with all other support services and those agencies involved in the safeguarding of children, including the statutory agencies such as Social Services and the police and voluntary agencies.
- To work with DSL to plan and deliver individual and group intervention strategies.
- To maintain accurate, concise and comprehensive case records including the use of ICT and various software packages.
- To update staff and the recording systems on cases on a regular basis.
- With guidance from the DSL, to produce a broad range of comprehensive reports for a variety of purposes and agencies and to collate and present statistical information, for the School, Governing Bodies and LA,

- To organise the workload in order to provide both the school and families with the highest possible level of service and make decisions in the field which will ensure that this is possible,
- To maintain a working knowledge of provision for specific groups of pupils such as those with Special Educational Needs, and Looked after Children,
- To act as advocate, mediator and negotiator, often in confrontational situations, maintaining communication with students, parents, the school and various agencies. This will include initiating and participating in meetings to discuss and create ways of resolving problems,
- To be able to work effectively and within the bounds of confidentiality, frequently changing priorities in response to changes in circumstances within the school and with families whilst organising own workload,
- Attend statutory and non-statutory training courses for child protection professional development when necessary,
- Be conversant with and use information technology and various software packages to carry out the duties of the post,
- To meet with and assist where necessary, representatives of the Council and OFSTED Inspectors.
- To take responsibility for continuing personal and professional development to keep abreast of all relevant legislation in order to facilitate all aspects of the post,

Whole School responsibilities

- To maintain receipts and documentation of any expenditure in order to facilitate the monitoring of the budget.
- To ensure compliance with and actively promote Health & Safety at Work Legislation, School and Council Health & Safety policies and procedures,
- To Ensure compliance with and actively promote the School and Council's Equalities and Diversity policies and strategies,
- To take a proactive approach towards the School's 'Best Value' ethos and ensure compliance with appropriate legislation, School and Council policies and the Council's Standing Orders and Financial Regulations,
- Comply with the Data Protection Act 1990 and GDPR 2018
- Be available to assist with personal and medical care for disabled students across the year group when required (training available)
- To be a nominated First Aider (training given if required)
- Assist with the implementation of Health and Safety/Fire warden duties as appropriate.
- To undertake such other duties within the competence of the postholder, as required

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Compiled by:

Date:

Agreed by Postholder:

Date:

Headteacher:

Date: